

SFS Finance Newsletter

A Newsletter from the Wisconsin Department of Public Instruction, Division for Finance and Management



June 17, 2013

Contents

- Message from the School Financial Services (SFS) Director
- June 17 General Aid Payment Adjustment
- High Cost Special Education Grant Awards Announced
- 2012-13 Supplemental Special Education Categorical Aid Information
- 2012-13 PI-1589 Group and Foster Home Membership Report - Now Open - Due June 21
- 2012-13 PI 1547 – Pupil Transportation Report – Open Now – Due June 28
- 2012-13 PI 1505 Calendar Report - Now Open - Due July 26
- 2012-13 PI 1505 Census Report - Opens July 1 - Due August 19
- 2012-13 PI 1505 AC (Aid Certification) Report - Opens July 12 - Due August 30
- 2012-13 PI 1505 Annual Report - Opens July 12 - Due September 20
- 2012-13 PI 1505 SE-Special Education Annual Report - Opens July 12 - Due September 20
- 2012-13 PI 1524 State Tuition Claim - Now Open - Due September 27
- 2013-14 PI 1547SS – Summer School Pupil Transportation Report – Opens July 1 – Due October 4
- Online Fraud Report
- PI-1500 Contacts Report
- Status and Due Dates Update
- School Financial Services Contacts

Message from the School Financial Services (SFS) Director

People keep saying that change is good, that it provides new opportunities and challenges and keeps one young. Well, I don't know about the keeping young part, but it absolutely does provide opportunities and challenges. Like you, we on the School Finance Team have seen personnel changes, biennial budget changes to revenue limits, state aid and other school finance issues. Despite those changes, we have tried hard to provide you with the same level of service that you've come to expect, even as we deal with new opportunities and challenges. This newsletter is to provide you with information about this year's reporting deadlines, along with some other relevant information. And, I hope you are subscribed to the SFS listserv, which also helps keep you up-to date on new information as it occurs. We look forward to working for you with a renewed vigor and commitment to accurate and timely school finance information. As always, we value your input and encourage you to let the SFS Team know if you have issues, concerns or suggestions, as we strive to provide you with the best service possible.

Thought for the day: Leadership is a potent combination of strategy and character. But if you must be without one, be without the strategy

June 17 General Aid Payment Adjustment

Districts can view their June 17 payment information by selecting the link, "Aid Information," then "Aid Payment Information," and then under "Aid Payment Adjustment Explanations" on the left-hand scan bar of the team's home webpage or directly at <http://dpi.wi.gov/sfs/stegaideexp.html>. The title of the document is "June 17 Calculation of Remaining Aid Payments." The worksheet explains your district's June and July equalization aid payments and any adjustments due to the public school open enrollment and tuition waiver programs, revenue limit penalties, if any, and for some districts, the Youth Challenge Academy program. It is also designed to assist your bookkeeper in the proper transaction coding of these payments.

Questions about this payment information can be directed to Victoria Chung at Victoria.chung@dpi.wi.gov or 608-267-9205.

Supplemental and High Cost Special Education Aid

Payments for the Supplemental Special Education Aid program have been finalized. Eligibility criteria for this categorical aid are defined in s. 115.881, Wis. Stats., and 13 districts met those criteria based on 2011-12 data. Districts receiving aid under this program cannot also receive High Cost Special Education Aid; every district eligible for both rescinded its High Cost claim. The 13 districts will share \$1.75 million, paid on June 17. Payment amounts and more details are available at http://sfs.dpi.wi.gov/sfs_supspedaaid1. Contact Daniel Bush at daniel.bush@dpi.wi.gov or (608) 267-9212 with questions.

Payments of High Cost Special Education Aid had not been finalized at press time. Final amounts will be posted at http://sped.dpi.wi.gov/sped_highcost along with other details on the program. High Cost categorical aid is administered together with the federal High Cost program by Sarah Houser on the Special Education team. She can be reached at sarah.houser@dpi.wi.gov or (608) 267-3749.

PI-1589 Group and Foster Home Membership Report - Now Open, Due June 21

Districts may amend their 2012-2013 pupil count due to pupils residing in certain group and foster homes per s. 121.05(4), Wis. Stats. Information about Group and Foster Home Membership Adjustments is available under the "Group and Foster" link on the left-hand scan bar of the team's website or directly at http://sfs.dpi.wi.gov/sfs_foster. This is an optional report.

Contact Debbie Brown by email at debra.brown@dpi.wi.gov or by telephone at (608) 267-9209 or Patricia Hibbard at patricia.hibbard@dpi.wi.gov or (608) 267-9114 if you have questions.

2012-13 PI 1547 – Pupil Transportation Report – Open Now, Due June 28

The School Financial Services team is pleased to announce the opening of the recently renovated Pupil Transportation (PI-1547) Portal to collect ridership data for the "Regular School" and/or "Vocational Programs." The PI-1547 Pupil Transportation Report for the regular school year is due on Friday, June 28. Data from this report is used in the computation of Transportation Aid during the 2013-14 school year. Reported ridership data is based on students who actually ride the bus during the school year, and not just on those eligible to ride. Distance data is based on the most direct driving route between the student's home and the school.

The 2013-14 Transportation Aid will include payment based on summer school ridership data. For the 2012-13 reporting year, districts are to report students who rode the bus during summer school 2012, even if that was in June 2012. This data was to be reported using a new reporting tool, the renovated PI-1547SS will open in July and close in early October. Data entered will be pre-populated into PI-1547 Transportation Report. Districts that have not yet reported data from summer school 2012 need to contact Bruce Anderson at (608) 267-9707 or via e-mail at bruce.anderson@dpi.wi.gov to have the PI-1547SS reopened for 2012-13.

2012-13 PI 1505 Calendar Report – Now Open, Due July 26

The PI 1505 Calendar Report collects the district's school calendar and hours of instruction by school per s. 121.02(1)(f), Wis. Stats. This is a required report. Districts can access the PI 1505 Calendar Report by clicking on the "School Finance Reporting Portal" link located at <http://sfs.dpi.wi.gov/> and then proceed to the district's reporting home page. Click on "Non-Financial Data Home" link to access the report and reporting instructions. This report is open for data entry and is due July 26. For questions about this requirement, contact [Beverly J. Kniess](mailto:Beverly.J.Kniess) (608) 266-3706.

Contact Debbie Brown at (608) 267-9209 or by email at debra.brown@dpi.wi.gov for questions about completion of the report.

2012-13 PI 1505 Census Report – Opens July 1, Due August 19

The PI-1505 Census Report will open for submission on July 1 and is due August 19. Data from the required report is used in the computation of Common School Fund (library) aid. More information on the Common School Fund can be found at http://sfs.dpi.wi.gov/sfs_comsch. For reporting your district's census, go to the SFS team page at <http://sfs.dpi.wi.gov/> and select "School Finance Reporting Portal" and then "Log In to View or Submit Data." After entering your ID/Password, the Census Report can be found in either the "Status and Due Dates" or "Non-Financial Data Home" links. Proper authorization is required through the district's PI-1500 Contacts Report.

Please contact Brad Adams at (608) 267-3752 or email at: bradley.adams@dpi.wi.gov with questions.

2012-13 PI 1505 AC (Aid Certification) Report Opens July 12, Due August 30

School districts will file the PI 1505 AC to comply with s. 120.18, Wis. Stats. The PI 1505 AC is located in the reporting portal and will open for data entry on July 12. School district financial data collected on the PI 1505 AC will be used to calculate each school district's October 15 aid eligibility. **School districts submitting the PI 1505 AC after the Friday, August 30, due date will not receive their September equalization aid payment until the report is filed, and not earlier than October 7.**

It is important that district auditors agree with the data submitted on the PI 1505 AC prior to district submission of that data. **Auditors will be required to verify the data submitted by the district using the online "PI 1506 AC (Aid Certification) Report." The auditor report (PI 1506 AC) is due September 11.**

Please contact one of the auditors if you have any questions.

2012-13 PI 1505 Annual Report – Opens July 12, Due September 20

The PI 1505 Full Financial Annual Report, filed to comply with s. 120.18, Wis. Stats., is also located in the reporting portal. The data collected on this report will be used to calculate district final 2012-2013 aid eligibility in the spring of 2014.

As part of the district's audit process for the current year, many of the school district auditors will be asking districts to create and upload their district's strip file into the SAFR Annual Report program before the audit begins. This will enable the district and auditor to identify errors that exist in your general ledger before any audit adjustments are made. Once your auditor identifies any potential adjustments, they will ask you to make those adjustments in your general ledger. After those adjustments are made, you will be able to go into the SAFR Annual Report program and 'Delete and Start Over' thereby allowing a new strip file to be created and uploaded. The new strip file will be created using your district's adjusted general ledger. We encourage you to perform this step as it will save the district time and help the auditor identify adjustments during the early stage of the audit.

If your district will be entering its general ledger manually into the SAFR program, you should still enter your unadjusted balances into SAFR before your audit begins, thereby allowing your auditor to assist you in correcting any identified errors. Any adjustments made by your auditor would have to be made both in your general ledger and in the SAFR program.

The Wisconsin Uniform Financial Accounting Requirements (WUFAR), including updates for 2012-13 (Appendix B), can be found under the left-hand scan bar link, "WUFAR," or directly at http://sfs.dpi.wi.gov/sfs_wufar.

The DPI Aids Register lists all payments made by the Department of Public Instruction (DPI) to school districts. Districts are required to reconcile Federal and State aid received by the district to the DPI Aids Register to submit the PI 1505 Annual Report. An edit will check the aid reported by source against the DPI Aids Register. Districts should pay special attention to the break out of receivables from other governments when completing the addenda. The DPI Aids Register is available online under the left-hand scan bar link, "Aids Register" or directly at http://sfs.dpi.wi.gov/aid_info.

Please contact one of the auditors if you have any questions.

2012-13 PI 1505 SE - Special Education Annual Report - Opens July 12, Due September 20

The PI 1505 Special Education Annual Report for reporting 2012-13 expenses will open on July 12 and is due on September 20, the same date as the SAFR Full Annual Report. The report is located on each district's "Financial Data Home" page link within the School Finance Reporting Portal. There are no significant changes to the report from last year.

Contact Daniel Bush at daniel.bush@dpi.wi.gov or (608) 267-9212 with questions.

2012-13 PI 1524 State Tuition Claim – Available July 15, Due October 1

The PI 1524 State Tuition claim workbook for 2012-13 will be posted at http://sfs.dpi.wi.gov/sfs_tuit_st on July 15. Claims will be due on October 1. The form has been significantly updated with pre-populated data, better linking of information between tabs, and consistency. Revised instructions will be available on that date, and additional resources will go up later this summer.

Contact Daniel Bush at daniel.bush@dpi.wi.gov or (608) 267-9212 with questions.

2013-14 PI 1547SS – Summer School Pupil Transportation Report – Opens July 2, Due October 4

The renovated PI-1547SS Summer School Pupil Transportation Report will be open for reporting ridership data for summer school 2013, including June 2013, on July 2. This report is optional. Data entered into the 2013 PI-1547SS Report will feed into the 2013-14 PI-1547 Pupil Transportation report for the purpose of calculating Transportation Aid in 2014-15. Reported ridership data is based on students who actually ride the bus during the school year, and not just on those eligible to ride. Distance data is based on the most direct driving route between the student's home and the school. Information about Transportation Aid may be found at http://sfs.dpi.wi.gov/sfs_pupiltran1.

Please contact Bruce Anderson at (608) 267-9707 or via e-mail at bruce.anderson@dpi.wi.gov if you have questions.

Online Fraud Report

The DPI has developed an online mechanism for reporting fraud at school districts. State Single Audit Guidelines requires agencies, who receive funding from the State of Wisconsin, to self-report known instances of fraud and to take timely and appropriate corrective action to remedy the fraud. This new online system will assist school districts in satisfying this requirement. Links on various DPI applications will be available soon to gain access to the new reporting application. To access the fraud report (PI 1999), go to the SFS team page at <http://sfs.dpi.wi.gov/> and select "School Finance Reporting Portal" and then "Log In to View or Submit Data." After entering your ID/Password, the Fraud Report can be found at the "Financial Data Home" link.

PI-1500 Contacts Report – Now Open

This report was created for district administrators or their designee to identify staff to receive information from the finance team. It has been used extensively by the finance team to target relevant information to the people who need it. We hope it has been a value to your staff. We now ask that you review the contact information, and if there are changes in staff or staff responsibilities, please update. The report can be found in the middle section of the SFS website at <http://sfs.dpi.wi.gov/>.

Please contact Brad Adams at bradley.adams@dpi.wi.gov or (608) 267-3752 with questions.

Status and Due Dates Update

On each district's reporting home page, located at http://sfs.dpi.wi.gov/sfs_safrlinks, is a schedule of required and optional data collection reports. This schedule of reports is accessed by clicking on the "Status and Due Dates" link. The schedule has been updated to include both the remaining 2012-13 reports and the reports that will be collected during the 2013-14 fiscal year. It is recommended that district staff review the report schedule to ensure compliance with the report due dates.

School Financial Services Contacts

Please contact one of the following School Financial Services Team staff with additional questions:

Gene Fornecker, Auditor	eugene.fornecker@dpi.wi.gov	(608) 267-7882
Brian Kahl, Auditor	brian.kahl@dpi.wi.gov	(608) 266-3862
Michele Tessner, Auditor	michele.tessner@dpi.wi.gov	(608) 267-9218
Brad Adams, Consultant	bradley.adams@dpi.wi.gov	(608) 267-3752
Bruce Anderson, Consultant	bruce.anderson@dpi.wi.gov	(608) 267-9707
Daniel Bush, Consultant	daniel.bush@dpi.wi.gov	(608) 267-9212
Erin Fath, Consultant	erin.fath@dpi.wi.gov	(608) 266-3464
Debra Brown, Assistant Director	debra.brown@dpi.wi.gov	(608) 267-9209
Robert Soldner, Director	robert.soldner@dpi.wi.gov	(608) 266-6968